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Homeland Defense and Security

Master of Arts Degree Program • Naval Postgraduate School

The Naval Postgraduate School (NPS), providing graduate-level education on national and international issues since 1945, has initiated a Master of Arts Degree in Homeland Security as an adjunct to its degree programs in National Security Affairs. The Homeland Security graduate program is sponsored by the Department of Justice, Office of Justice Programs, Office for Domestic Preparedness (ODP) in its effort to improve the capacity of state and local jurisdictions to plan and execute security measures which insure and enhance the quality of life of their citizens.

The degree program is rigorous and extensive, requiring 18 months of continuous enrollment and coursework. It involves a significant commitment of time and energy on the part of the participants and the agencies to which they are assigned. The courses are organized in quarters rather than semesters. Each quarter requires two weeks in residence at the NPS campus, located in Monterey, California. The remainder of the coursework is completed via a distance-learning methodology. The participants are immersed in the curriculum, the readings, and the classes. The internationally-respected faculty guide discussions and focus the attention of the participants, establishing the predicate for the continued study through distance-learning methodologies for the non-residential period. As the participant evolves from quarter to quarter, the in-residence periods become even more intensive and begin to focus the coursework on the research project, which will become the participant's thesis. This thesis is a major qualitative or quantitative research project on a topic beneficial to the participant's sponsoring agency and jurisdiction. It may, for example, have a strategic planning focus, a model-development perspective, or a threat-risk assessment concentration. It is essential, however, that the thesis project be negotiated with the participant's agency or organization and be of significant benefit to the state or local jurisdiction.

In addition to two weeks each quarter in residence, it is expected that the participant will spend an average of 15 hours per week reading assigned materials, responding to discussions with faculty and other participants, and formulating papers and projects. The cumulative effect of this commitment is significant, not just in terms of hours, amounting to more than 200 per quarter, but also in effort and energy. The participant and their agency must be cognizant of this commitment and accept the investment in the individual's and the jurisdiction's development.

Applicants must construct a dossier, which includes a self-assessment, portfolio of background and experience, and recommendations and endorsements from appropriate officials. This process is intended to insure admission only of those whose background, credentials and sponsorship suggest success in this challenging and rigorous endeavor.

To receive full consideration, the application packet must be complete. This packet requires:

- The completed application for graduate studies form (see below);
- Transcripts of undergraduate coursework and degree (Application may include copies of transcripts with official copies requested, but the official copies must be received prior to the start of the quarter)
- Three letters of recommendation from:
 - A Public Safety administrator;
 - A peer who can comment on the applicant's dedication, conscientiousness, and communication skills;
 - An endorsement by the agency or organization Administrator establishing the highest level of support for the applicant's dedication of time and energy to this endeavor;
- The self-assessment, using the criteria attached, detailing the applicant's experience and potential to impact the jurisdiction's public safety and homeland security efforts;
- An experience portfolio consisting of four brief (3–5 pages each) descriptions of the applicant's specific experiences and accomplishments exemplifying each of the critical objectives implicit in graduate education;
- Optional information, which might be useful in assessing the applicant's potential for graduate study, such as GRE, GMAT, MAT, or LSAT scores, may also be included.

The application checklist, application form, self-evaluation and experience portfolio descriptions should be of assistance to you as you prepare your application packet.

Once the complete application packet is received, the Admissions committee will consider the materials, using the following criteria:

- Academic credentials and potential for graduate study
- Experience portfolio
- Future contributions to the discipline, as expressed in the self-evaluation
- Communication skills, as reflected in all written materials
- Recommendations and commitment of support

ODP is committed to sponsoring the applicant by paying all tuition, books, travel and residential support during each two week in residence session at NPS, as long as the participant is making acceptable progress in this Master of Arts Degree in Homeland Security. (Faculty at NPS must validate the student's progress each quarter as "Satisfactory" or "Unsatisfactory" and this validation is to be submitted to ODP for continuation in the degree program). The participant's agency or organization will continue to be responsible for his or her salary, benefits, and related support during the completion of the degree. Computer equipment to facilitate the study and research will be provided to each participant.



Application Checklist

Complete application and materials must be sent or delivered to:

Office for Domestic Preparedness
ATTN: NPS MA Admissions Committee / Kevin Saupp
810 Seventh Street, NW
Washington, DC 20531

- ☐ Completed Application for Graduate Study, (form attached);
- ☐ Copies of transcripts from all undergraduate and graduate schools attended, including copy of transcript showing the conferring of the undergraduate degree from an accredited college or university;
- ☐ Statement attesting to request (or copies of letters requesting documents) for Official Transcript(s) to be sent to ODP at the address above;
- ☐ Three letters of recommendation from (1) Administrator or Official endorsing application and commitment of support during completion of degree, (2) a Public Safety administrator or official, and (3) a peer in the public safety or homeland security field;
- ☐ The Self-Assessment Essay, consistent with the attached instructions;
- ☐ Four (4) narratives in the "Experience Portfolio" on the topics indicated in the attached instructions;
- ☐ Optional information, such as GRE, GMAT, MAT, or LSAT scores, relevant honors or recognitions, you would like the Admissions Committee to consider, may also be included.

Following receipt of all necessary information and the consideration of the Admission Committee, decisions will be made on each application. A letter will then be sent to the applicant specifying the admission status (Full Admission, Conditional Admission, Deferred Consideration, or Rejection) and, if admitted, the critical dates, contacts, and process for enrollment in the courses.

If there are questions regarding the program, application materials, or the consideration process, they may be directed to Kevin Saupp at 202-307-6244.

Application for Graduate Education

Homeland Defense and Security • Master of Arts Degree Program • Naval Postgraduate School

<i>Instructions: Complete and submit this form with the application packet. Please type or print in black ink.</i>			
SSN	Last Name	First Name	MI
Street Address			
City	State	Country	Zip
Place of Work / Supporting Agency			
Home Phone	Work Phone	Place of Birth	
E-mail Address	Citizenship		
Work Experience: (Please include a resume)			
Education: Degree / Diploma / Other	Institution	Month / Year Awarded	
Professional Awards, Affiliations, Activities			
Federal Compliance Information (For Federal Reporting Purposes Only). Completion of ethnicity data is strictly voluntary. A response will in no way adversely affect the consideration of your application.			
Ethnic Origin: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White/Caucasian Gender	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
	Date of Birth (MM/DD/YY): ____/____/____		

Certification

My signature indicates that all information in my application is complete, factually correct, and honestly presented.

I understand that inaccurate information may affect my admission and may be grounds for dismissal.

Signature of Applicant: _____ Date: _____



Self-Assessment Instructions

The self-assessment essay is generally a statement by you, as to your reasons for seeking graduate education in this very focused discipline, and strongly suggesting your future contributions. Some suggested categories within the essay are:

- The contribution your background and educational experiences have made to your success in Public Safety, Public Administration, and what has come to be known as "Homeland Security,"
- Your current position, opportunities, challenges, and successes in improving the quality of life of the citizens of your jurisdiction,
- The value of a graduate degree in Homeland Security to you and your organization, agency, jurisdiction, or state,
- Your assessment of your career path and the progression of your positions as well as the contributions you expect to make over the next five to ten years in the fields of Public Safety, Public Administration, and Homeland Security,
- What you consider to be the greatest challenges faced by your jurisdiction in the next decade and the ways you will be able to assist in meeting those challenges,
- An example or several examples of the topics you consider most critical in facilitating security in your jurisdiction and your plans to research those topics within the graduate curriculum.

While you may choose not to use all of these suggested categories, you may want to incorporate some of them into your essay.

This essay is to be 3–5 pages, double-spaced and will be assessed by a committee based on the organization of your comments, your understanding of your current and future role, its importance and contributions in Homeland Security, and the importance you place on your enhanced role after receiving the graduate degree.



Experience Portfolio Instructions

This portfolio, consisting of four brief (3–5 pages each) descriptions of specific experiences or accomplishments the applicant can articulate, exemplifying each of the following critical objectives. These criteria or objectives are implicit in graduate education and, in the four experiential descriptions, the applicant will provide the Admissions Committee with a narrative of the accomplishments, activities, and experiences which address these criteria. It is not necessary to attach additional materials but, if included, they will be considered in addition to the narratives.

Narrative 1: Experiences and Accomplishments exemplifying skill in “Application” (given a new problem, ability to apply correct abstractions without prompting)

- Ability to apply generalizations to problems, ability to apply procedures to problems, skill in applying laws to situations.

Narrative 2: Experiences and Accomplishments exemplifying skill in “Analysis” (ability to break down material into constituent parts and detect relationships of the parts)

- Ability to recognize unstated assumptions, ability to distinguish facts from hypotheses, skill in identifying motives, distinguish conclusions from the facts supporting conclusions.
- Comprehending interrelationships and order of relationships, recognizing relevant elements for validation, recognize essential facts, distinguish cause-and-effect, and detect logical fallacies in arguments.
- Recognize form and pattern in actions and behavior, ability to infer purpose or point of view, ability to infer philosophy, ability to recognize bias.

Narrative 3: Experiences and Accomplishments exemplifying skill in “Synthesis” (putting together elements and parts to form a whole)

- Ability to write creatively, make extemporaneous speeches.
- Examples include, production of a plan, ability to propose ways to test a concept, integrate diverse concepts into a solution, plan a unit of instruction.
- Derive a set of abstract relations, such as, ability to formulate a theory of action, perceive various ways to organize actions or elements to address an issue or problem.

Narrative 4: Experiences and Accomplishments exemplifying skill in “Evaluation” (making judgments about the value of ideas, works, methods, or solutions)

- Assessing work, accuracy, or arguments, using certain criteria, comparing facts, theories or generalizations to determine validity; appraise judgments or values.

The four narratives will be assessed as to the depth and breadth of experience, activities, and accomplishments of the applicant, as well as the organization of materials and communication skills reflected in the narratives.